2005 Annual Report



STATE OF ALABAMA Personnel Department

October 1, 2004 – September 30, 2005



Tommy Flowers

State Personnel Director

Jackie Graham

Deputy Director

STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building Montgomery, Alabama 36130-4100 Telephone: (334) 242-3389 Fax: (334) 242-1110

LETTER OF TRANSMITTAL



State Personnel Board
Joe Dickson
John McMillan
Ellen G. McNair
Joyce P. O'Neal

Horace Powell

Honorable Bob Riley, Governor of Alabama

State Personnel Board

Mr. Joe Dickson, Chairman

Ms. Ellen G. McNair

Mr. John McMillan

Ms. Joyce P. O'Neal

Mr. Horace Powell, Sr.

I am pleased to report to you on the activities of the State Personnel Department for the fiscal year October 1, 2004 through September 30, 2005.

During Fiscal Year 2005, the State experienced a slight increase in employee numbers due, in large part, to the necessity of adding short-term staff following Hurricane Katrina's landfall in late August. Also, the number of employees eligible to retire within five years increased, as it has in previous years, and is now at 30.9% of the eligible workforce. The average age of the State's workforce remained at a high of 44.5 years.

Resumption of merit raises for State employees in this fiscal year as a result of the Governor and the legislature making improvements to the General Fund was a welcome return to pay for performance. The lack of these raises was cited as a significant contributing factor in the resignation of employees over the past two years, according to a survey conducted by the Department.

Significant progress was made on the legal front this fiscal year. In the *Reynolds* class action lawsuit, the Federal District Court overturned the consent decree requirement to develop minimum qualifications that did not "overlap" with the knowledge, skills, or abilities on the examination. Judge Myron Thompson ruled that the "infeasibility of the no-overlap provision" undermined the State's ability to comply with this provision of the consent decree. In doing so, over 3 million dollars in fine money was returned to the State as the Court held that "it is well-established that courts should not impose civil contempt penalties for failure to comply with an impossible demand."

Additionally, the Federal District Court acted on a May 2003 joint motion filed with the United States Justice Department to end the "Frazer no-bypass rule" which has been applied to State agencies since 1970. Citing the significant progress the State of Alabama achieved since this injunction, the Federal District Court suspended the rule's application on May 20, 2005, pending a final judgment.

Your help and support during this time is sincerely appreciated. I trust you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Tommy Flowers

State Personnel Director

2005 Annual Report

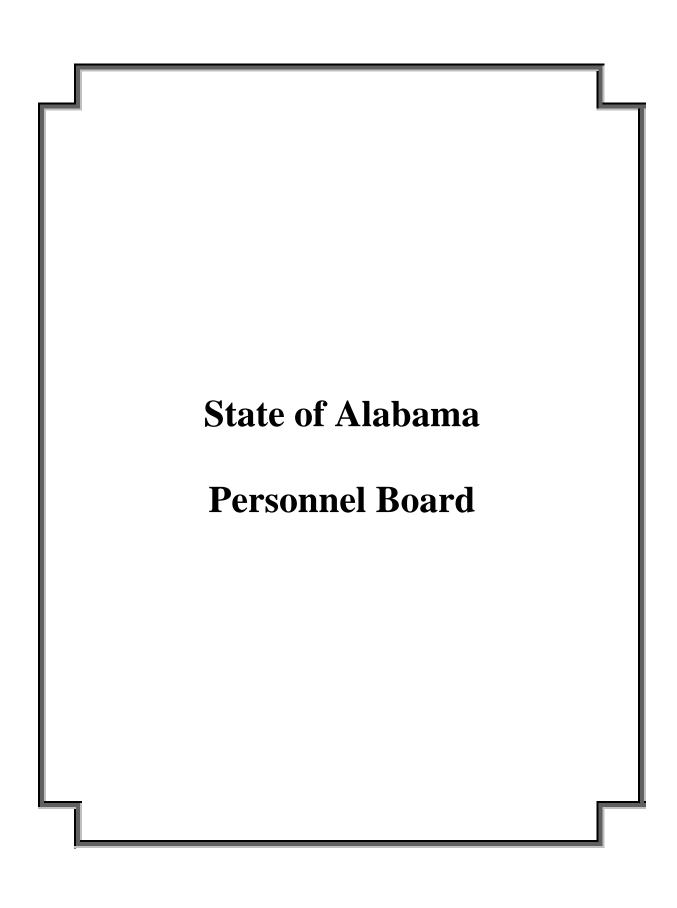
STATE OF ALABAMA Personnel Department

October 1, 2004 – September 30, 2005

TABLE OF CONTENTS

State of Alabama Personnel Board	
Composition	
Duties and Responsibilities	3
State of Alabama Personnel Department	
Organizational Chart	
Duties and Responsibilities	
Operating Reports	
Classification and Pay	
Special Studies	
Recruitment and Selection	
Certification Process	10
Employee Appeals	
Leave Donation	
Training	12
Information Systems	12
Transportation Group	13
Financial Report	15
State of Alabama Workforce Demographics	
Types of Employment Defined	16
Total Employees (10 Year Comparison)	
Classified Employees (10 Year Comparison)	18
Exempt & Unclassified Employees	
State Workforce by County of Residence	20
Distribution of Total Employees by Department	21
Employees by Categories	23
State Workforce by Job Category	23
State Workforce by EEO Category	24
Women and Minorities	25
State Workforce by Gender	25
Percentage of African American Employees	25
State Workforce by Race	
Employee Age Demographics	
Average Age of Workforce	26
Age by Percent of Workforce	26
Percent Employees Eligible to Retire Within 5 Years	27
Average Years Service	27
Distribution of Employees by Type of Appointment	28
Separation Rates	30
Turnover Rate - Total Separations	
Separation Data by Month	. 30

State of Alabama Salary & Benefit Data	
State Employee Salary Information	31
Total Salary Costs	
Average Annual Salary	31
Workforce Distribution by Salary Range	
Employee Benefits Comparison	
Annual Leave Rankings	
Holiday Rankings	
Sick Leave Rankings	
Accumulated Leave Hours	
Value of Accumulated Leave	



State of Alabama Personnel Board

Composition

The State Personnel Board consists of five members who serve six-year staggered terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House of Representatives, and one is a classified employee elected by a majority vote of full-time State employees.

• Joe Dickson - Reappointed Feb. 2004. Term expires Feb. 1, 2010

Mr. Dickson, of Birmingham, retired as Editor/Publisher of <u>The Birmingham World</u> newspaper and currently works as a consultant. He was initially appointed to the Board by Governor Guy Hunt in February 1992, reappointed to a second term by Governor Fob James, Jr., and was reappointed to a new term in February of 2004 by Governor Bob Riley. He serves as the Board Chairman.

Harry McMillan - Reappointed Feb. 1999. Term expired Feb. 1, 2005

Mr. McMillan, of Montgomery, is President of McMillan and Associates, a consulting and government affairs firm located in Montgomery, and was initially appointed to the Board in February 1993 by then Speaker of the House James S. Clark. He was reappointed to a second term by Seth M. Hammett, Speaker of the House.

• John McMillan - Reappointed Feb. 2003. Term expires Feb. 1, 2009

Mr. McMillan, of Stockton, is Executive Vice President of the Alabama Forestry Association, and was initially appointed to the Board in February 1997 by Governor Fob James, Jr. He was reappointed to a second term by Governor Bob Riley.

Joyce P. O'Neal - Elected April 2003. Term expires Feb. 1, 2007

Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected to fill an unexpired term as the employee representative. A professional Social Worker, she previously worked as a Human Resources County Director and is currently Director of the State's Food Stamp Program.

• Horace W. Powell, Sr. - Appointed Sept. 2002. Term expires Feb. 1, 2006

Mr. Powell, of Prattville, was appointed by Lieutenant Governor Steve Windom. Mr. Powell, a long-time representative of the New York Life Insurance Company, also served as a State Representative for House District 71 from 1991 to 1995.

State of Alabama Personnel Board

• Ellen G. McNair - Appointed Feb. 2005. Term expires Feb. 1, 2011

Ms. McNair, of Montgomery, is currently Vice President of Corporate Development with the Montgomery Area Chamber of Commerce and is a past president of the Economic Development Association of Alabama. She was appointed to the Board by Speaker of the House Seth M. Hammett.

State of Alabama Personnel Board

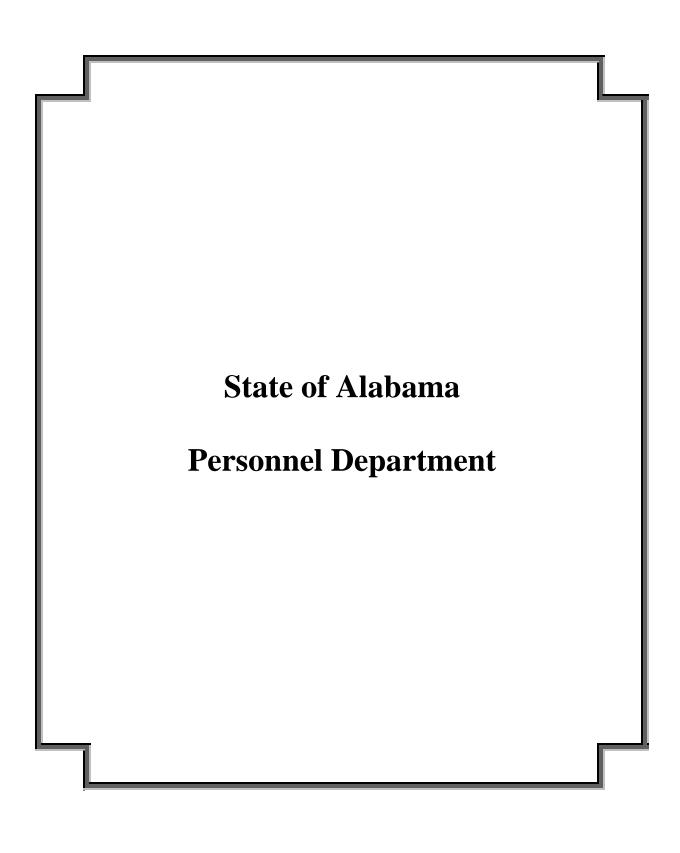
Duties and Responsibilities

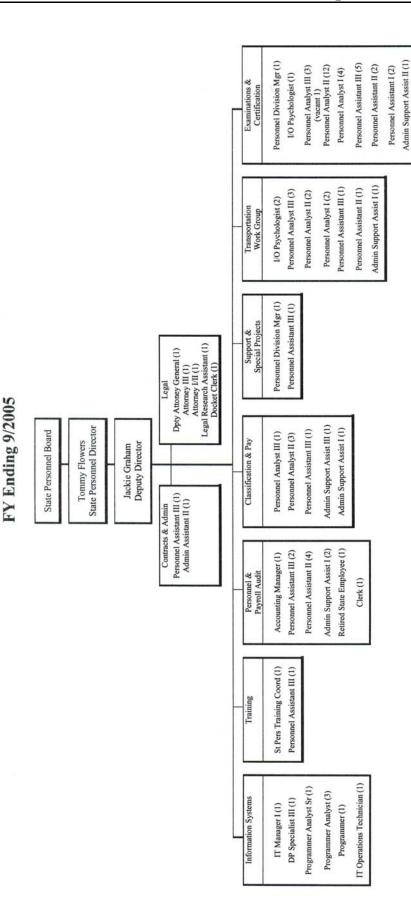
The State Personnel Board is empowered by the State Merit System Act of 1939. This legislative act set forth the charge:

"... to assure to all citizens of demonstrated capacity, ability and training an equal opportunity to compete for service with the State of Alabama, to establish conditions in the state service which will attract officers and employees of character and capacity and to increase the efficiency of the governmental departments and agencies by the improvement of methods of personnel administration."

To further this objective, the Board was given certain specific duties summarized below:

- To adopt and amend rules and regulations for the administration of the Merit System Law.
- To maintain a competitive classification and compensation plan.
- To require observance of the provisions of the Merit System Law and the rules and regulations of the Board.
- To conduct hearings and to render decisions, as provided in the Merit System Law, on charges preferred against classified employees.
- To represent the public interest in the improvement of personnel administration in the State service.
- To advise and assist the director.





State Personnel Department Organizational Chart

NOTE: May not reflect recent vacancies.

Clerk (1)
Office Services Supervisor (1)
Graphic Arts Technician (1)

Clerical Aide (1)

Admin Support Assist I (8)

Duties and Responsibilities

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel position was designated to be the executive head of the Department. The Director of Personnel is appointed by the Board and may be removed for cause.

The Department, under the Director, is charged with such responsibilities as:

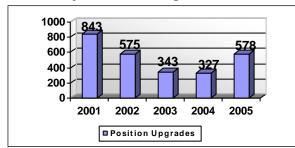
- Preparing and recommending rules and regulations to administer the Merit System Law.
- Administering and executing classification and pay plans for the State service.
- Conducting tests, creating employment registers and certifying qualified persons for appointment.
- Devising and administering an employee performance evaluation program.
- Approving all payrolls or other compensations for personal services.

The State Personnel Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and to identify and create training programs in the area of human resource management.

Operating Reports

Classification and Pay: At the end of the fiscal year, the State of Alabama's classification plan contained 1,309 classifications. During the fiscal year, based on recommendations from the Classification and Pay Staff, the State Personnel Board approved the establishment of 10 new job classifications, the revision of 95 class specifications, the abolishment of 11 classifications, and salary range changes for 38 classifications. The Board also considered 37 special pay issues and 45 overtime requests for FLSA non-exempt employees during the fiscal year.

Numerous job studies and position reviews were conducted by the Classification and Pay Staff to



maintain the State classification plan. Position Classification Questionnaires were secured and reviewed for positions throughout State service in an effort to ensure appropriate classification allocations. This effort resulted in the review of 2,804 position descriptions; establishment of 620 new positions; reallocation of 578 positions to higher classifications; reallocation of 62 vacant

positions to lower classifications; and abolishment of 23 positions.

Members of the Classification and Pay Staff attended the 2005 Southeastern States Salary Conference in Orange Beach, Alabama from September 25-28 to discuss current pay policies and procedures. The conference was hosted by West Virginia and North Carolina and included at least one representative from 11 of the 14 member states. Continued participation in this group provides a valuable source of quantifiable salary data as well as detailed information concerning compensation practices and state employee benefits information.

An important aspect of this conference is the exchange of information as it relates to full-time classified and unclassified/exempt employees. The information exchanged at this year's conference indicated that the average salary as of July 2005 for Alabama's full-time, classified employees is approximately 3.7 percent above the average salary across all Southeastern States; that Alabama ranks sixth among the other Southeastern States when comparing average

STATE	AVERAGE	NUMBER OF
	SALARY	EMPLOYEES
Virginia	\$37,822	53,192
Georgia	\$36,560	21,272
Kentucky	\$35,519	30,926
Louisiana	\$35,502	41,444
North Carolina	\$35,203	86,407
Alabama	\$34,577	29,465
South Carolina	\$33,907	40,483
West Virginia	\$32,783	21,049
Tennessee	\$32,212	38,688
Arkansas	\$32,081	24,374
Florida	\$31,956	90,087
Oklahoma	\$31,325	26,876
Missouri*	\$29,392	37,856
Mississippi	\$28,138	26,237
Averages	\$33,356	40,597

Note: This data is reported as of July 2005, a different time period than that used for other Annual Report tables. It excludes unclassified employees, higher education, K-12, medical hospitals, and skilled & semiskilled employeess.

*Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

salary; and that Alabama ranks ninth when considering the total number of full-time, classified employees.

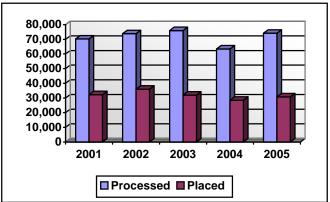
During the fiscal year, the freeze on annual and special merit raises in effect for portions of fiscal years 2003 and 2004 was lifted by the Finance Director. Employees eligible for performance increases could receive up to a maximum salary adjustment of two steps or five percent. The two-step limit on promotional raises continued throughout the fiscal year. Longevity pay was awarded to employees with five or more years of State service as a permanent employee.

The Classification and Pay Staff continued its practice of conducting surveys in connection with requests for salary adjustments presented to the State Personnel Board. As a result of our participation in several surveys from business group consultants and other states, our State received additional access to prevailing compensation rates.

Special Studies: During this fiscal year, several significant Classification and Pay studies were conducted which resulted in updated classification structures and/or enhanced salary allocations in the State's Classification and Pay Plan. Studies covered various employment areas such as Probation and Parole Officers, State Capitol Police Officers, Pharmacists, Insurance Examiners, Warehouse Workers, Epidemiologists, and Geographic Information Systems.

Recruitment And Selection: The Examinations and Recruitment Division is responsible for developing, constructing, scheduling, and administering examinations for existing or anticipated

job vacancies in the State of Alabama Merit System. The Division strives to improve selection methods and technology to deliver high quality services in a timely and cost effective manner to operating agencies. In order to ensure the legal defensibility of selection procedures, the Division engages in various test validation strategies to construct, administer, and score open competitive and promotional examinations used to rank eligible employment candidates on certification lists. During the fiscal year



on certification lists. During the fiscal year, the Examinations Division was responsible for the following:

- producing and distributing 218 State vacancy announcements;
- reviewing 74,146 applications for eligibility, an increase of 17% from the 2003-2004 fiscal year;
- placing 30,774 eligibles on lists available to appointing authorities, an increase of 8% from the 2003-2004 fiscal year;
- establishing or updating 2,018 certificates of eligible applicant lists to State agencies, an increase of 15% from the 2003-2004 fiscal year;
- creating and validating 25 new written multiple choice examinations, an increase of 19% from the 2003-2004 fiscal year;
- administering assembled examinations to 19,615 applicants, an increase of 10% from the 2003-2004 fiscal year.

The Examinations Division operates 14 written examination centers throughout the State, including sites in Birmingham, Decatur, Dothan, Florence, Huntsville, Jacksonville, Mobile, and Montgomery. Each test center received an unannounced site visit twice during the year by an analyst to observe operations and ensure standard practices and security procedures were in place.

The Examinations Division was also involved in the development and administration of several assessment center examinations given in response to the requirements of various departments. The Probation and Parole Assistant Executive Director, Departmental Personnel Manager III, Trooper, Trooper Corporal, Warden I, Warden II, Warden III, Youth Services Campus Administrator, Accounting Director II, and Revenue Manager II were among the classifications for which assessment center examinations were used for candidate evaluation.

Because of our commitment to assist the Department of Public Safety (DPS) in meeting their hiring needs, the division agreed to announce and administer the Trooper exam every nine months to ensure a sufficient number of qualified candidates are available. This nine-month testing plan replaced a schedule where the Trooper testing occurred approximately every two years. A written, multiple choice exam was administered at our various testing centers throughout the state. A total of 1,730 applications were received, and of these applicants, 926 took the written exam.

Over the past several years, the Department of Corrections has encountered difficulty finding and retaining qualified individuals for the entry-level job of Correctional Officer. By streamlining the application process through the on-site testing of qualified candidates, the Examinations Division goal to enable the Department of Corrections to fill critical vacancies in an expedient manner can be met. During the fiscal year, ten examination administrations were conducted at the Alabama Corrections Academy in Selma as well as Donaldson, Fountain, and Draper correctional facilities. In addition, a program was instituted at Donaldson Correctional Facility that allows the analyst to screen applications and administer and score written examinations on-site. With this procedure in place, the Department of Corrections can recruit, assess, and potentially extend a job offer to a candidate on the same site visit.

The State Personnel Department maintained its outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. One part of this program included providing specific information about job vacancies and examination dates to State employees and the public. This was accomplished by publishing and distributing examination announcement notices to the personnel divisions of State agencies, local employment service offices, career development offices of colleges and universities, governmental offices, and other selected public places. Announcement notices provided detailed information as to the job title, salary, kind of examination, required qualifications, description of the work, and how to apply for jobs that are open for application. In addition, job announcement and application information was available to local employment service offices, career development offices and others via the Internet at the State Personnel Department web site.

A second part of the recruitment program consists of maintaining a computerized notification database of interested job seekers. Potential applicants who are interested in a particular job may have their names placed on a mailing list for that job. Individuals on this list are notified by mail when the particular job in which they have expressed an interest is opened for applications.

In addition to providing information on current job openings, the Department publishes an Employment Guide and a Continuous Recruitment Guide on an annual basis. The Employment Guide contains a selected listing of predominantly entry-level jobs in the State Merit System. The Continuous Recruitment Guide contains a listing of jobs that are open for an extended period of time. In an effort to further recruitment opportunities, an application form, all current and continuous examination announcements, the Employment Guide, and other information useful iob seekers are posted on the Department's Internet (www.personnel.state.al.us). With a collaborative effort from other divisions, the Department's web site was updated offering more information to applicants and current State employees concerning the announcement and examination process. An on-line Career Guide was also added so that individuals could review specific jobs in the Merit System for which they are interested.

The Examinations Division provides employment counseling services to interested individuals. A Personnel Analyst, assisted by other professional staff, schedules individual consultations, reviews resumes, conducts job matches, and answers questions from callers about employment opportunities as well as application and testing procedures. On a requested basis, analysts participate in recruitment sessions at colleges and universities and make presentations to special groups.

During the fiscal year, twenty-one recruitment visits were made to colleges and universities including Alabama A&M University, Oakwood College, Talladega College, Athens State University, University of North Alabama, University of Alabama in Birmingham, Jacksonville State University, University of West Alabama, Troy University in Montgomery, University of Alabama in Huntsville, Alabama State University, Miles College, University of Montevallo, and Trenholm Technical College. At these sessions, participants were provided information on the application process as well as encouraged to submit resumes for future evaluation by the counselor. In addition, on-site interview sessions were conducted by the counselor to discuss job opportunities related to the student's educational background and to receive information on the State of Alabama Merit System application and hiring process.

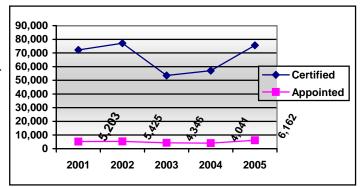
The Division continued to issue Quarterly Report of Hiring Activities to Alabama colleges and universities. These reports show the highest education level and the job classifications of graduates who have been hired into permanent merit system positions for the first time. The information provides feedback to educational insitutions about their graduates and is helpful to the State Personnel Department for recruitment tracking purposes.

The Examinations Division has made a strong commitment to remain abreast of current trends in assessment development and administration. Through participation in national conferences and workshops, staff members are introduced to state-of-the art information on the latest trends, techniques and computer-based technologies for developing, using, and applying assessment methods. In addition, professional staff members are exposed to legal and regulatory

developments affecting use of assessment methods as well as presented with opportunities for interaction with other assessment professionals for exchange of information. During the fiscal year, staff members attended conferences sponsored by IPMAAC (International Personnel Management Association Assessment Council) in Orlando, Florida and The National Association of State Personnel Executives (NASPE) in Denver, Colorado. Professional education and growth were also promoted through other workshops and professional development activities focusing on innovative assessment techniques.

Certification Process: After examinations are administered and scored, the results are furnished to the Certification Section. These test results are called registers. It is the responsibility of this

section to issue, upon request, a "Certification of Candidates" which is a list of available qualified applicants on the register. The Section issues certifications with the names of candidates to fill open competitive as well as promotional merit system positions. During the fiscal year, the Section issued certifications containing the names of 75,586 applicants to operating agencies for employment



consideration. This figure represents almost a 33% increase over the previous fiscal year. During the 2004-2005 fiscal year, 6,162 appointments were made to fill positions within the State Merit System. This figure represents an increase of 52% over the 2003-2004 fiscal year.

The Certification Section manages the process of issuing certifications and monitoring and enforcing employment rules set down by Federal court orders and State and Federal laws. These legal requirements are as follows:

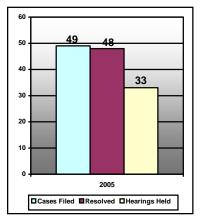
- (a) Code of Alabama 1975, Title 36, Chapter 26, Section 16 allows for preference to be given to disabled persons in the certification process under certain circumstances.
- (b) Code of Alabama 1975, Title 36, Chapter 26, Section 17 as amended by the Legislature of Alabama allows certification of the ten top ranking eligibles for appointment consideration.
- (c) Code of Alabama 1975, Title 36, Chapter 26, Section 81 provides for local certification to county departments of Public Health.
- (d) Code of Alabama 1975, Title 38, Chapter 2, Section 8 provides for local certification to county departments of Human Resources.

Provisions mandated by the Federal Court Order, <u>U. S. v. Director of the Alabama State</u> <u>Personnel Department</u>, Civil Action No. 2709-N (originally known as <u>U. S. vs Frazer</u>), require that:

- (a) No certification shall be canceled or returned with vacancies remaining unfilled unless each African American applicant is appointed or is found to be unavailable or unqualified.
- (b) In every instance of a certification containing the name of one or more African American applicants, the department or agency receiving the certification shall advise each applicant in writing as to the fact that his name appears on a Certification of Eligibles and as to the position, the agency, the location, his rank on the certification, the number of persons certified, and the number of vacancies to be filled, and a copy of such notification by the department or agency shall be sent to the Personnel Department.
- (c) No African American applicants for positions other than custodial, domestic, laborer, or laboratory aide can have their name removed from the active register of Eligibles unless they have declined the position in writing, failed to reply to their notification of certification within ten days from the date the notification was sent, confirmed to be deceased, their notice of certification is returned for wrong address and that address is confirmed to be the address given on the application, or the Personnel Department, in writing, advises the African American applicant that his name will be removed ten days from the date of the letter and gives the reason(s) for the proposed.
- * (d) Departments shall not appoint or offer a position to a lower ranking white applicant on a certification in preference to a higher-ranking available African American applicant.
 - (e) Documentary evidence shall be maintained by the State Personnel Department that will sustain the finding of unavailability or lack of qualifications of African American applicants when they are not appointed.
 - (f) In order to protect against names being removed from the active register because of errors in postal delivery, when an African American applicant's name is removed from an active register of eligibles for failure to reply or for "wrong address" the applicant shall be notified by the Personnel Department of the action taken. The notification shall advise the applicant that his name will be placed back on the active register upon receipt by the Personnel Department of:
 - (1) the applicant's statement that he is or will be available for employment, and
 - (2) confirmation of the applicant's address.
 - * On May 20, 2005, the U.S. Federal Court temporarily suspended the <u>U.S. v. Director of the Alabama State Personnel Department</u> no pass-over provision. This provision stated that State agencies could not appoint or offer a position to a lower ranking white applicant on a certification in preference to a higher-ranking available African American applicant.

Employee Appeals: During the 2004-2005 Fiscal Year, 49 former employees filed new appeals with the State Personnel Board. The State Personnel Board resolved 48 cases though hearings,

settlement, motions or other dispositive authority. The Board continued the hearing officer program with the utilization of services of an administrative law judge in an effort to expeditiously resolve an employee's job status. A total of 33 dismissal hearings were held, many of which extended over the course of several days. The Hearing Officer conducted more than ninety other pre-hearing conferences, motion hearings, oral arguments, and discovery conferences. Throughout the year, the Hearing Officer issued well over one hundred orders when ruling upon numerous motions and setting scheduling deadlines prior to issuing a final recommendation regarding each appeal to the State Personnel Board. The Department of Mental Health remains



seriously strained in terms of the availability of employees such as doctors and mental health workers. Thus by holding all Department of Mental Health hearings at their respective facilities throughout the state, operations in that particular affected agency continued with minimal interruptions while the hearings were conducted.

Leave Donation: The State's leave donation program continues to allow employees to donate leave to fellow State workers who, because of catastrophic illness or injury, would otherwise be forced to take leave without pay or terminate State employment. It also supports employees who have exhausted all their accrued leave and who must care for an immediate family member with a catastrophic illness or injury.

During this fiscal year 95,392 hours were donated. A total of 386 employees benefited from the program.

Training: During fiscal year 2004-2005, the Training Division focused on providing educational opportunities for all State employees to attend seminars such as Performance Appraisal, Employment Law, Progressive Discipline, Interview & Selection, Family and Medical Leave Act, Prevention of Sexual Harassment, and Government Orientation. In all, over 7,491 employees participated in training. State Personnel offered approximately 100 seminars across the State. The location-specific site training allowed departments to save money by reducing the cost of per diem thereby allowing more employees to participate in the training process.

Information Systems: This fiscal year, the imaging system and server were upgraded to new software releases. The upgrade will allow the transfer and indexing of reports directly from the mainframe into the imaging system eliminating the need for many paper reports presently generated.

The Department's personal computers were replaced with faster, more up-to-date PCs containing more memory. Older printers and imaging scanners that could no longer handle the demands of the Department were replaced as well.

A new look for our web site (announcements, new version of standings, etc.) neared completion. Work continued on an on-line web-based system to allow individuals to submit applications for State jobs over the internet. Work began on an intranet which will be the framework from which future internal web applications are launched as the Department progresses toward a more client server oriented system. Visual Studio training continued in support of this transition. State Personnel also hosted and maintained the Southeastern Salary Survey web site for the 2005 SESC Conference.

Preparations began for the lengthy conversion from a bi-weekly pay system to a semi-monthly one as required by recent State legislation. Changes were made to the nightly and weekly backups to increase efficiency.

The Performance Appraisal process was changed from printing on special, pre-printed forms to printing on plain paper utilizing a laser printer and Docforms as a cost savings measure. Adobe PDF and Microsoft Word document templates were also created to allow supervisors to fill out, save, and print appraisals directly at their work stations.

Transportation Group: During this fiscal year, the Transportation Group continued to work with the Department of Transportation (ALDOT) toward compliance with the March 1994 *Reynolds* Consent Decree I. *Reynolds* is a class action lawsuit comprised of African American employees who allege *inter alia* that minorities were discriminated against by ALDOT. *Reynolds* further alleged that the exams, scoring methods, and ranking procedures established by the State Personnel Department have a disparate impact on minorities in both hiring and promotion.

The Group worked diligently this year reporting and responding to the various consultants and attorneys involved in the litigation. A tremendous amount of time and resources were again committed to the production of documents, depositions, and testimony in various hearings and meetings.

The Transportation Group continued to respond in a proactive way toward implementing the requirements of the *Reynolds* consent decree and developed an effective plan for the readministration of the Project Class exams, the administration of many Non-Project Class exams, and the future administration of other Non-Project Class exams.

Minimum qualification (MQ) approval for the final six ALDOT Non-Project Classes was received. The final two examinations for ALDOT Non-Project Classes were also developed. Additionally, 37 registers were established for ALDOT's use. All of the examinations and MQs for the 118 Non-Project Classes are now completed. Twenty of the 28 Project Class registers were updated during this fiscal year with registers for the three remaining Project Classes in the process of being established. With the completion of this work, the State Personnel Department

has accomplished all four major projects assigned under the 1994 *Reynolds* Consent Decree I. In recognition of this, the Court terminated daily fines previously ordered for purported noncompliance. Additionally, the Court ordered a refund of over \$3 million for fines previously paid.

The Transportation Group also has responsibility for all ALDOT personnel transactions such as GHRS and Position Control. As the fiscal year began, ALDOT had authority under the decree to use all assigned classifications, including the 118 Non-Project Classes and 28 Project Classes. During this time, the State Personnel Board, on the recommendation of the Transportation Group, approved one new job classification for use by ALDOT and revised several class specifications. To maintain the classification plan, a number of position reviews were conducted by the Transportation Group. This effort resulted in the establishment of 235 new positions, the changing of options for 4 positions, the reallocation of 208 positions to a higher classification, and the reallocation of 80 positions to a lower classification. Approximately 210 positions were abolished after determining they were no longer needed.

During the fiscal year, the Transportation Group also issued 628 certificates of eligibles (COEs) with the names of candidates to fill open competitive and promotional merit system positions for ALDOT and processed in 708 COEs. These activities resulted in over 565 new employee hires.

FINANCIAL REPORT 2004-2005

APPROPRIATIONS

State Agency Collections	\$5,273,723
State Agency Collections (Team Contracts)	1,662,715
Miscellaneous Receipts	351
Unencumbered Funds Brought Forward	121,103
	=======

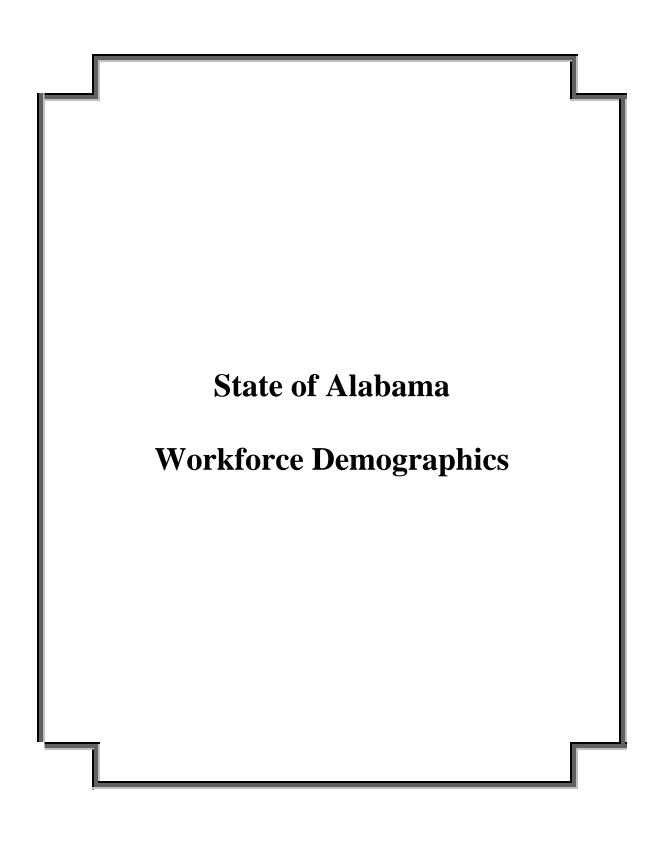
TOTAL FUNDS AVAILABLE \$7,057,892

EXPENDITURES

Personnel Costs	\$4,259,250
Employee Benefits	1,211,929
Travel, In-State	13,228
Travel, Out-of-State	20,356
Repairs and Maintenance	21,586
Rentals and Leases	354,961
Utilities and Communications	156,533
Professional Services	243,051
Supplies, Materials, and Operating Expenses	304,311
Transportation Equipment Operations	1,322
Transportation Equipment Purchases	5,000
Other Equipment Purchases	131,415
Encumbrances (13th Accounting Period)	234,380

\$6,957,322

Unencumbered Balance \$100,570



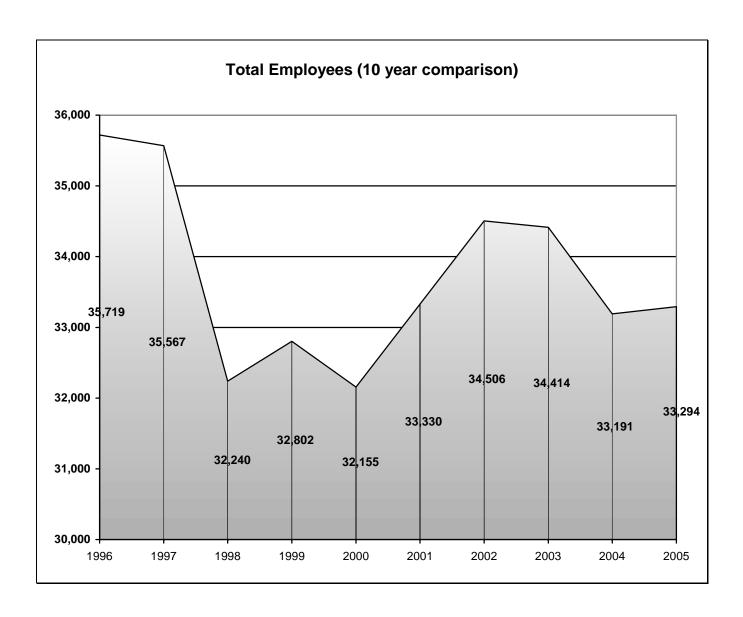
Types of Employment Defined

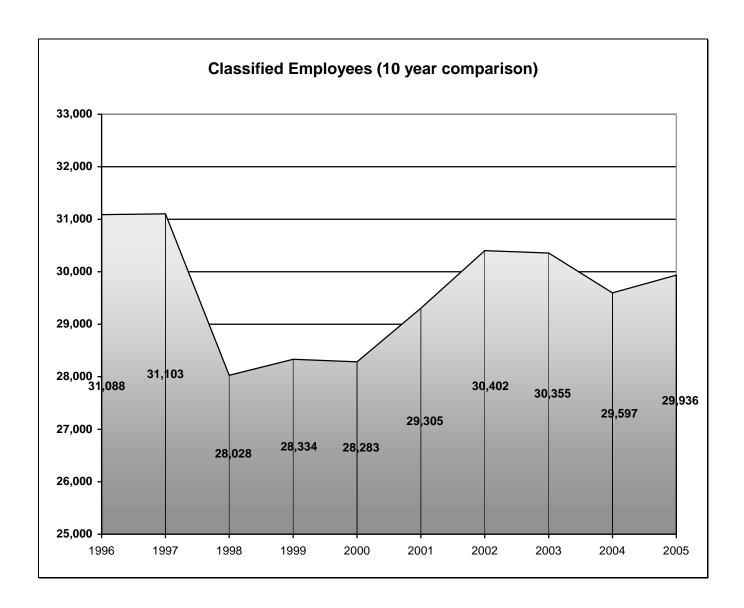
Classified: These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel Department. Employees are required to serve a probationary period before achieving permanent status in the classified service.

Exempt: State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those exempt employees for which State Personnel keeps records are certain Mental Health employees, officers elected by vote of the people, heads of departments appointed by boards and commissions, Youth Services educational employees, the Governor's private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor's emergency or contingent funds.

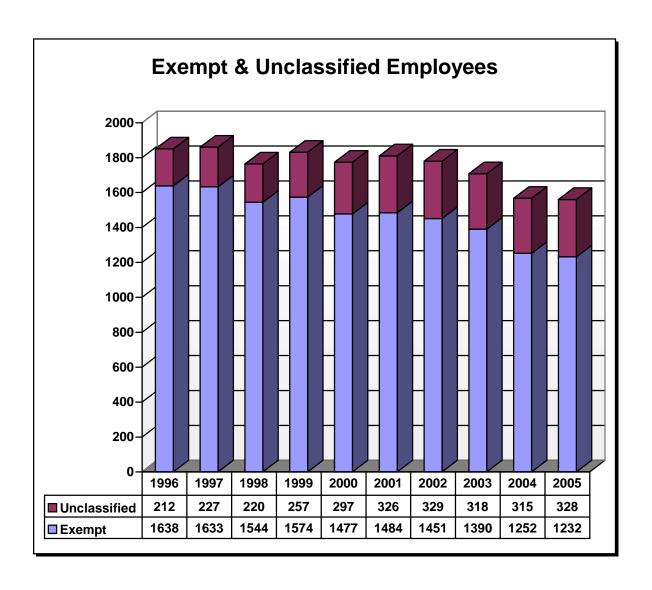
Unclassified: The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees in the unclassified service are subject to the same rules and regulations of employment that apply to employees in classified or Merit System positions except as to appointment and dismissal.

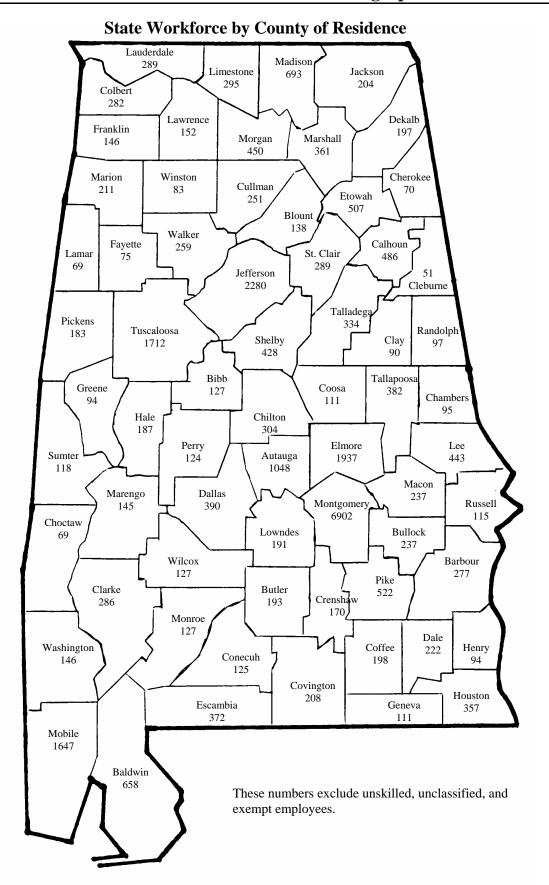
Unskilled: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should their employment be terminated.





NOTE: This chart excludes unskilled, unclassified, and exempt employees.





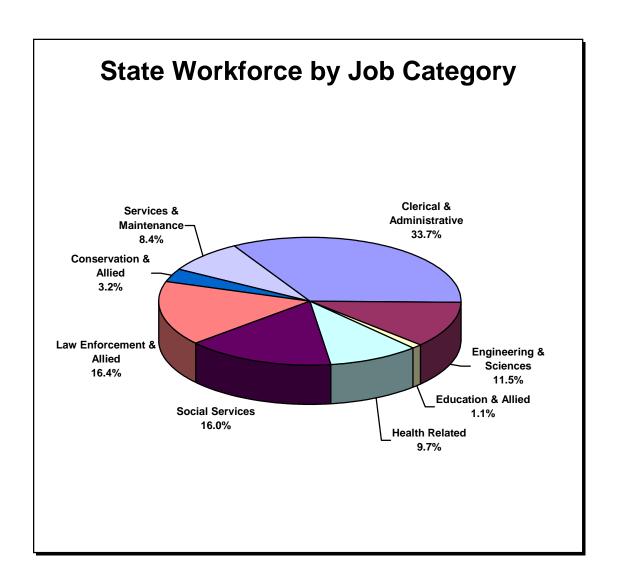
Distribution of Total Employees by Department

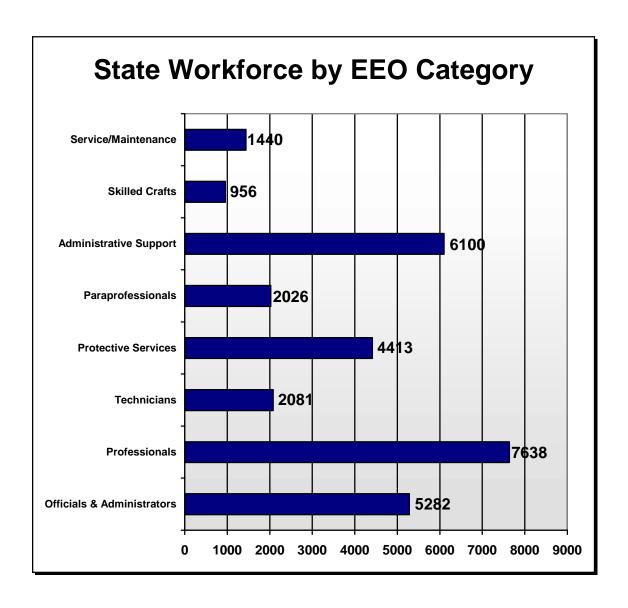
Accountancy Board	DEPARTMENT	2001	2002	2003	2004	2005
Ag & Conservation Develop Comm 1 3 635 543 636 60 60 60 60 60 60 60 2 2 2 2 2 2 2 2	Accountancy Board	4	5			
Agriculture & Industries 594 576 635 543 635 Agriculture Center Board 732 760 746 753 778 Archivees Registration Board 742 760 746 753 778 Archivees and History 46 47 45 37 38 Assisted Living Examiners Board 1 1 1 1 Attorney General 168 172 180 173 174 Auditor 16 16 14 11 10 Banking 78 88 100 105 97 Building Commission 21 22 20 18 17 Building Commission 21 22 20 18 17 Children's Trust Fund 17 18 20 16 11 11 Children's Trust Fund 17 18 20 16 11 11 Children's Trust Fund 17 18 20 16 17 11 Chiropractic Examiners Board 2 2 2 2 3 3 Concervation & Natural Resources 1,415 1,531 1,481 1,394 1,295 Corrections 3,450 3,641 3,664 3,665 3,665 Cosmetology Board 11 19 20 23 26 Counseling Examiners Board 1 1 1 1 1 Credit Union Administration 8 8 7 6 6 6 Crime Victims Compensation Commission 31 29 30 27 26 Crime Victims Compensation Commission 31 29 30 27 26 Criminal Justice Information Center 51 53 49 49 50 Development Office 37 38 40 33 31 Detectics/Nutrition Practice Examiners 2 1 2 1 2 Education 16 13 13 11 11 Emergency Management Agency 42 41 65 64 89 Environmental Board 1 1 1 1 1 1 Forestry Commission 36 368 357 327 333 Funeral Services Board 1 1 1 1 1 1 Forestry Commission 36 368 357 327 333 Funeral Services Board 7 8 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Heating & AC Contractors Board 15 16 10 17 18		1	1	1	1	1
Agriculture Center Board	Agricultural Museum Board	1	2	2	1	1
Alcoholic Beverage Control Board	Agriculture & Industries	594	576	635	543	635
Architects Registration Board	Agriculture Center Board	53	61	61	59	35
Architects Registration Board	Alcoholic Beverage Control Board	742	760	746	753	778
Assisted Living Examiners Board		2	2	2	2	2
Automey General	Archives and History	46	47	45	37	38
Auditor	Assisted Living Examiners Board		1	1		1
Banking 78 88 100 105 97 Building Commission 21 22 20 18 17 Children's Affairs 9 15 16 11 11 Children's Trust Fund 17 18 20 16 17 Chiorparctic Examiners Board 2 2 2 2 2 2 2 2 2 3 3 Conservation & Natural Resources 1,415 1,531 1,481 1,394 1,295 Corrections 3,450 3,641 3,664 3,660 3,645 Corrections 3,450 3,641 3,664 3,660 3,645 Corrections 11 19 20 23 26 Corrections 3,450 3,641 3,664 3,660 3,660 3,660 20 22 2 2 2 0 20 20 23 26 6 6 6 6 6 17 <td< td=""><td>Attorney General</td><td>168</td><td>172</td><td>180</td><td>173</td><td>174</td></td<>	Attorney General	168	172	180	173	174
Building Commission	Auditor	16	16	14	11	10
Children's Affairs 9 15 16 11 11 Children's Trust Fund 17 18 20 16 17 Chiropractic Examiners Board 2 2 2 2 2 2 3 Choctawhatchee, Pea & Yellow Rivers Watershed 2 2 2 2 2 2 3 Conservation & Natural Resources 1.415 1.531 1.481 1.394 1.295 Cornections 3,450 3,641 3,664 3,660 3,645 Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Counseling Examiners Board 1	Banking	78	88	100	105	97
Children's Affairs 9 15 16 11 11 Children's Trust Fund 17 18 20 16 17 Chiropractic Examiners Board 2 2 2 2 2 2 2 2 3 Choctawhatchee, Pea & Yellow Rivers Watershed 2 2 2 2 2 2 2 3 Consertation & Natural Resources 1,415 1,531 1,481 1,394 1,295 Corrections 3,450 3,641 3,664 3,660 3,645 Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Council on the Arts 18 17 17 16 17 Council on the Arts 18 17 17 16 17 Council on the Arts 18 8 8 7 6 6 6 Crimin Justice Information 2 13 <td< td=""><td>Building Commission</td><td>21</td><td>22</td><td>20</td><td>18</td><td>17</td></td<>	Building Commission	21	22	20	18	17
Children's Trust Fund 17 18 20 16 17 Chiropractic Examiners Board 2 2 2 2 2 3 Choctawhatchee, Pea & Yellow Rivers Watershed 2 2 2 2 2 2 2 2 2 2 3 3 Conservation & Natural Resources 1,415 1,531 1,481 1,394 1,295 Corrections 3,450 3,641 3,664 3,660 3,645 Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Council on the Arts 18 17 17 16 17 Council on the Arts 18 17 17 16 17 Council on the Arts 18 8 8 7 6 6 6 Council on the Arts 11 1 1 1 1 1 1 Council State State State </td <td></td> <td>9</td> <td>15</td> <td>16</td> <td>11</td> <td>11</td>		9	15	16	11	11
Chiropractic Examiners Board 2 2 2 2 2 3 Choctawhatchee, Pea & Yellow Rivers Watershed 2 2 2 2 2 3 Conservation & Natural Resources 1,415 1,531 1,481 1,394 1,295 Corrections 3,450 3,641 3,664 3,660 3,645 Cosmetology Board 11 19 20 23 26 Counceling Examiners Board 1 2		17	18	20	16	17
Conservation & Natural Resources	Chiropractic Examiners Board	2	2	2	2	
Corrections 3,450 3,641 3,664 3,660 3,645 Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Counseling Examiners Board 1 <td>*</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td></td>	*	2	2	2	2	
Corrections 3,450 3,641 3,664 3,660 3,665 Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Counseling Examiners Board 1 <td></td> <td>1,415</td> <td>1,531</td> <td>1,481</td> <td>1,394</td> <td>1,295</td>		1,415	1,531	1,481	1,394	1,295
Cosmetology Board 11 19 20 23 26 Council on the Arts 18 17 17 16 17 Counseling Examiners Board 1 2 2 2 2 2 2 2 1 2 1 2 1 2 1 2 1 2 1 2 <				·		,
Council on the Arts 18 17 17 16 17 Counseling Examiners Board 1 2 2 2 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 <td< td=""><td>Cosmetology Board</td><td></td><td>19</td><td>20</td><td>23</td><td>26</td></td<>	Cosmetology Board		19	20	23	26
Credit Union Administration 8 8 7 6 6 Crime Victims Compensation Commission 31 29 30 27 26 Criminal Justice Information Center 51 53 49 49 50 Development Office 37 38 40 33 31 Dietetics/Nutrition Practice Examiners 2 1 1		18	17	17		17
Credit Union Administration 8 8 7 6 6 Crime Victims Compensation Commission 31 29 30 27 26 Criminal Justice Information Center 51 53 49 49 50 Development Office 37 38 40 33 31 Dietetics/Nutrition Practice Examiners 2 1 1	Counseling Examiners Board	1	1	1	1	1
Crime Victims Compensation Commission 31 29 30 27 26 Criminal Justice Information Center 51 53 49 49 50 Development Office 37 38 40 33 31 Dieterics/Nutrition Practice Examiners 2 1 2 1 2 Economic & Community Affairs 206 229 225 227 216 Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1 1 1 65 64 89 Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 <td></td> <td>8</td> <td>8</td> <td>7</td> <td>6</td> <td>6</td>		8	8	7	6	6
Criminal Justice Information Center 51 53 49 49 50 Development Office 37 38 40 33 31 Dietetics/Nutrition Practice Examiners 2 1 2 1 2 Economic & Community Affairs 206 229 225 227 216 Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1		31	29	30	27	26
Development Office 37 38 40 33 31 Dietetics/Nutrition Practice Examiners 2 1 2 1 2 Economic & Community Affairs 206 229 225 227 216 Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1<		51	53			
Dietetics/Nutrition Practice Examiners 2 1 2 1 2 Economic & Community Affairs 206 229 225 227 216 Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1 <td>Development Office</td> <td></td> <td></td> <td>40</td> <td>33</td> <td></td>	Development Office			40	33	
Economic & Community Affairs 206 229 225 227 216 Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1 <td></td> <td></td> <td></td> <td>2</td> <td></td> <td></td>				2		
Education 714 754 731 756 775 Educational Television Commission 58 54 54 55 47 Electrical Contractors Board 1 1 1 1 Emergency Management Agency 42 41 65 64 89 Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1 <td>Economic & Community Affairs</td> <td>206</td> <td>229</td> <td>225</td> <td>227</td> <td>216</td>	Economic & Community Affairs	206	229	225	227	216
Educational Television Commission 58 54 55 47 Electrical Contractors Board 1 1 1 Emergency Management Agency 42 41 65 64 89 Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1		714	754	731	756	
Emergency Management Agency 42 41 65 64 89 Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Educational Television Commission	58	54	54	55	
Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Electrical Contractors Board					1
Environmental Management 515 518 558 557 591 Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Emergency Management Agency	42	41	65	64	89
Ethics Commission 16 13 13 11 11 Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1		515	518		557	
Examiners of Public Accounts 233 237 228 186 197 Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Ethics Commission	16				
Farmers' Market Authority 3 5 6 5 5 Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Examiners of Public Accounts	233	237	228	186	197
Finance 509 523 498 484 476 Foreign Trade Relations Comm 1	Farmers' Market Authority	3	5	6	5	5
Forensic Sciences 171 165 175 191 195 Foresters Registration Board 1	Finance	509	523	498	484	476
Foresters Registration Board 1 1 1 1 1 Forestry Commission 363 368 357 327 333 Funeral Services Board 3 3 3 3 3 3 General Contractors Licensing Board 15 13 14 19 18 Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18	Foreign Trade Relations Comm	1				
Forestry Commission 363 368 357 327 333 Funeral Services Board 3 3 3 3 3 General Contractors Licensing Board 15 13 14 19 18 Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18	Forensic Sciences	171	165	175	191	195
Forestry Commission 363 368 357 327 333 Funeral Services Board 3 3 3 3 3 3 General Contractors Licensing Board 15 13 14 19 18 Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18		1 1				
Funeral Services Board 3 3 3 3 3 General Contractors Licensing Board 15 13 14 19 18 Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18		363	368	357	327	333
General Contractors Licensing Board 15 13 14 19 18 Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18					3	
Geological Survey 50 50 44 36 36 Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18					19	18
Governor 99 85 76 69 66 Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18						
Health Planning & Development 9 9 9 8 9 Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18				76		
Heating & AC Contractors Board 7 8 9 8 9 Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18		9				
Historical Commission 104 115 119 109 66 Home Builders Licensure Board 15 16 16 17 18				9		
Home Builders Licensure Board 15 16 16 17 18						
				16		

DEPARTMENT	2001	2002	2003	2004	2005
Human Resources	4,214	4,375	4,326	4,244	4,356
Indian Affairs Commission	4	4	3	3	3
Industrial Relations	1,452	1,554	1,300	1,231	1,109
Insurance	109	139	149	137	131
Judicial Inquiry Commission	3	3	3	3	3
Labor	8	8	9	8	11
Liquefied Petroleum Gas Board	8	7	9	7	8
Manufactured Housing Commission	33	32	29	30	30
Medicaid Agency	566	583	651	662	655
Mental Health & Retardation	3,861	3,794	3,445	2,830	2,738
Military	225	236	228	195	195
Nursing Board	39	40	37	37	44
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	38	38	35	36	39
Onsite Wastewater Board	3	3	5	5	5
Pardons and Paroles	376	393	422	551	589
Peace Officers Standards & Training Comm	4	4	4	5	6
Peace Officers Annuity & Benefit Fund	4	4	4	4	3
Personnel	92	94	97	95	95
Physical Fitness Commission	4	2	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	19	18	16	16	17
Polygraph Examiners					1
Professional Engineers Regist Board	7	7	7	7	5
Public Education Employees Health Insurance Bd	15	15	16	15	21
Public Health	3,663	3,820	3,862	3,590	3,634
Public Library Services	56	52	51	39	45
Public Safety	1,208	1,246	1,300	1,271	1,270
Public Service Commission	122	125	121	120	118
Real Estate Appraisers Board	10	10	9	7	6
Real Estate Commission	20	25	24	28	31
Rehabilitation Services	763	811	835	819	812
Retirement Systems	214	235	238	240	253
Revenue	1,185	1,261	1,311	1,337	1,264
Secretary of State	43	51	55	39	34
Securities Commission	34	34	36	38	41
Senior Services	23	32	28	28	37
Social Work Examiners Board	2	2	2	3	3
Soil & Water Conservation Commission	4	3	4	2	2
Speech Pathology & Audiology Exam Board	1	1	1	1	2
State Docks/Port Authority	109	119	119	142	150
State Employees' Insurance Board	32	34	35	36	48
Surface Mining Commission	26	26	26	26	24
Tourism & Travel	66	64	65	64	62
Transportation	3,949	4,068	4,329	4,369	4,504
Treasurer	62	62	61	54	51
Veterinary Medical Examiners Board	2	2	2	2	3
Veterans Affairs	60	58	57	56	52
Voter Registration	5	6			
Youth Services	669	667	682	661	680
Totals	33,330	34,506	34,414	33,191	33,294

Employees by Categories

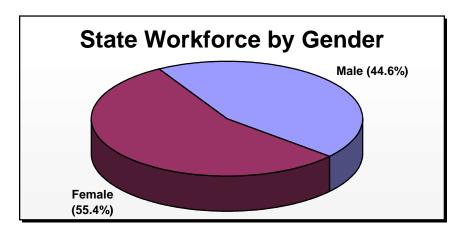
The State employs a workforce covering all Equal Employment Opportunity (EEO) categories. Classified employees work in jobs as diverse as physicians to custodial workers.

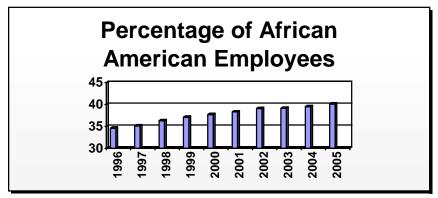


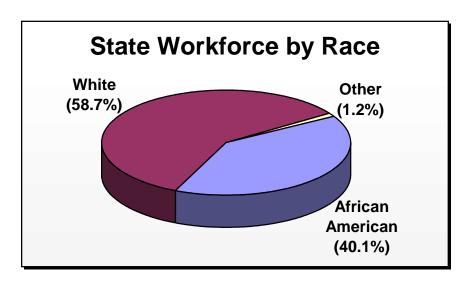


Women and Minorities

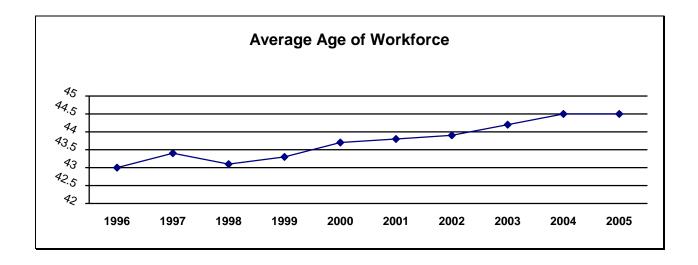
Women in State government numbered 16,588 as of September 2005. African American representation continued its increase from 15.6% in 1976 to 40.1% where it now stands. Note: The figures below reflect all classified employees.

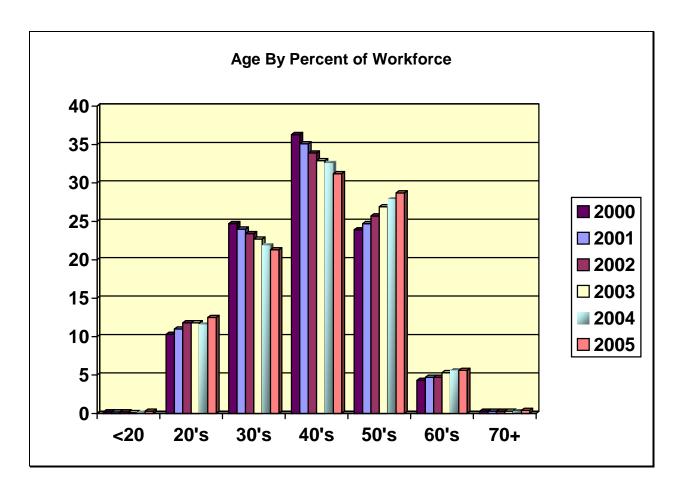


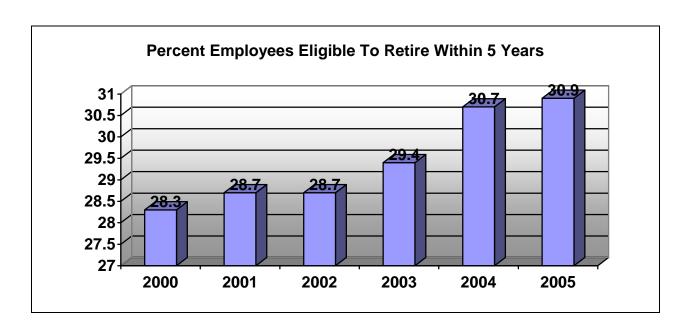


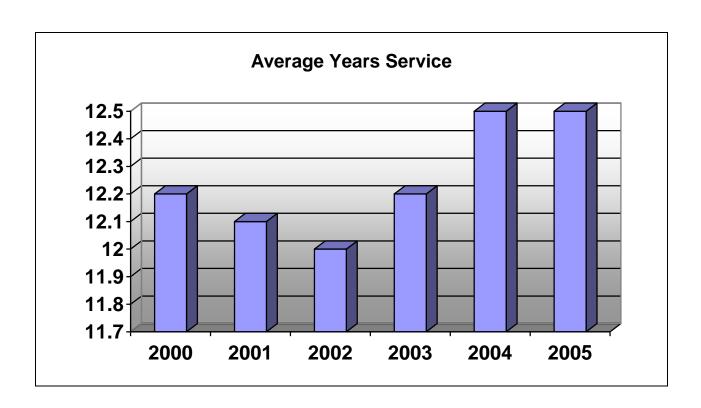


Employee Age Demographics







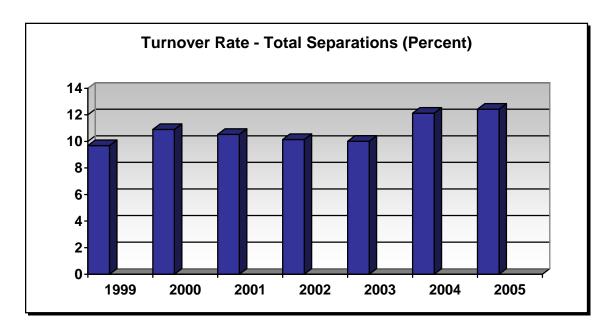


Distribution of Employees by Type of Appointment

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Comm		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	8	379	247	635
Agriculture Center Board			7	28	35
Alcoholic Beverage Control Board	1	1	775	1	778
Architects Registration Board		1	1		2
Archives and History		2	36		38
Assisted Living Examiners Board			1		1
Attorney General	1	32	140	1	174
Auditor	1	2	7		10
Banking	1		95	1	97
Building Commission		1	16		17
Children's Affairs	1	2	7	1	11
Children's Trust Fund	1	1	15		17
Chiropractic Examiners Board		1	2		3
Choctawhatchee, Pea &Yellow Rivers Watershed		1	2		3
Conservation & Natural Resources	1	1	710	583	1,295
Corrections	4	16	3,625		3,645
Cosmetology Board		1	25		26
Council on the Arts		2	15		17
Counseling Examiners Board		1			1
Credit Union Administration	1		5		6
Crime Victims Compensation Commission		1	25		26
Criminal Justice Information Center			49	1	50
Development Office	1	4	26		31
Dietetics/Nutrition Practice Examiners		1	1		2
Economic & Community Affairs		1	215		216
Education	16	1	756	2	775
Educational Television Commission	1	1	45		47
Electrical Contractors Board		1			1
Emergency Management Agency		2	81	6	89
Environmental Management	1	2	586	2	591
Ethics Commission	1	1	9		11
Examiners of Public Accounts	1	1	194	1	197
Farmers' Market Authority	1		4		5
Finance	1	2	434	39	476
Forensic Sciences	1		191	3	195
Foresters Registration Board		1			1
Forestry Commission	2	1	316	14	333
Funeral Services Board	3				3
General Contractors Licensing Board		1	17		18
Geological Survey	1	1	34		36
Governor	2	64			66
Health Planning & Development		1	8		9
Heating & AC Contractors Board		1	7	1	9
Historical Commission		3	54	9	66
Home Builders Licensure Board		2	16		18
Homeland Security Office	4	2	7		13
Human Resources	1	2	4,343	10	4,356

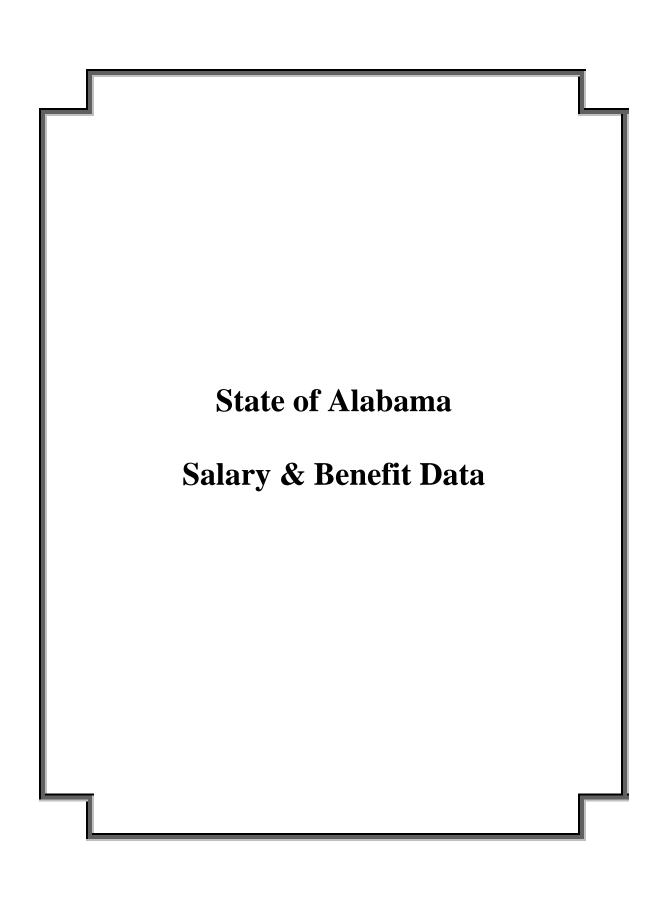
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	1,081	25	1,109
Insurance	2	2	127		131
Judicial Inquiry Commission		1	2		3
Labor	1		10		11
Liquefied Petroleum Gas Board		2	6		8
Manufactured Housing Commission		1	28	1	30
Medicaid Agency		1	653	1	655
Mental Health & Retardation	1,061	1	1,671	5	2,738
Military	1		166	28	195
Nursing Board		2	42		44
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		36		39
Onsite Wastewater Board		1	4		5
Pardons And Paroles	6	2	579	2	589
Peace Off Standards & Training Comm	1	1	4		6
Peace Officers Annuity & Benefit Fund		1	2		3
Personnel		2	93		95
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	14	1	17
Polygraph Examiners			1		1
Professional Engineers Regist Board		2	3		5
Public Education Employees Health Insurance Bd		8	13		21
Public Health	1	4	2,881	748	3,634
Public Library Services		1	44		45
Public Safety	7	1	1,262		1,270
Public Service Commission	3	10	104	1	118
Real Estate Appraisers Board		1	5		6
Real Estate Commission	1	1	29		31
Rehabilitation Services	1		808	3	812
Retirement Systems	2	81	168	2	253
Revenue	1	2	1,253	8	1,264
Secretary of State	1	3	29	1	34
Securities Commission		1	40		41
Senior Services	1	2	34		37
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	1		2
Speech Pathology & Audiology Exam Board		1	1		2
State Docks/Port Authority	1		149		150
State Employees' Insurance Board		2	46		48
Surface Mining Commission	1		23		24
Tourism & Travel	1	1	60		62
Transportation	1	2	4,488	13	4,504
Treasurer	1	4	46		51
Veterinary Medical Examiners Board		1	2		3
Veterans Affairs	1	1	49	1	52
Youth Services	82	1	589	8	680
Totals	1,232	328	29,936	1,798	33,294

Separation Rates

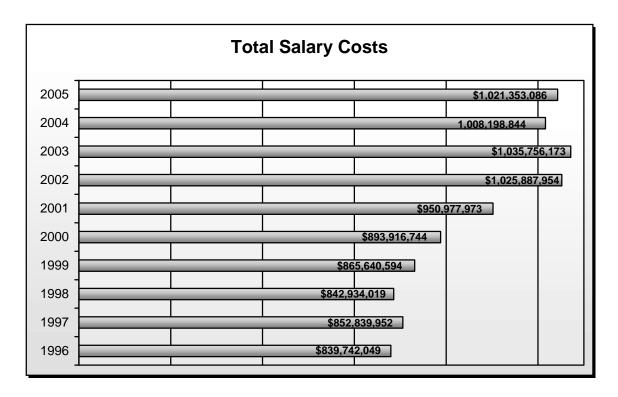


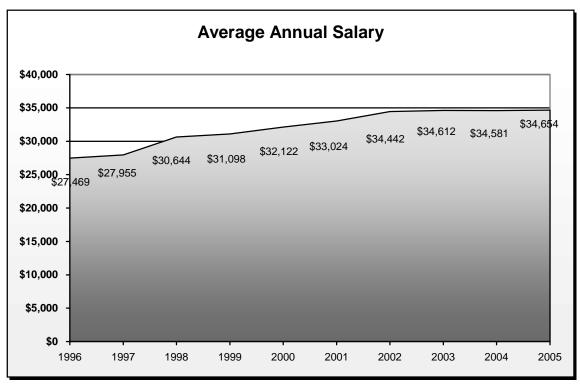
Separation Data by Month					
Month	Monthly Employment	Voluntary Separations	Total Separations	Turnover Rate	
2004					
October	30,929	289	336	1.09%	
November	30,946	166	202	.65%	
December	30,963	303	334	1.08%	
2005					
January	30,857	232	262	.85%	
February	30,874	231	258	.84%	
March	30,905	255	293	.95%	
April	31,024	333	377	1.22%	
May	31,089	225	254	.82%	
June	30,998	312	351	1.13%	
July	30,938	381	426	1.38%	
August	30,968	238	277	.89%	
September	30,965	414	472	1.52%	
Totals		3,379	3,842	12.42%	

NOTE: Figures on the above charts do not include part-time, temporary, unskilled, unclassified, or exempt employees (except for Mental Health Department exempt staff).



State Employee Salary Information





NOTE: Salary information above reflects the pay of full-time classified employees prior to the October 1, 2005 Cost of Living Adjustment (COLA).

Workforce Distribution by Salary Range

The table below indicates the number of classified employees who are assigned to a particular salary range. Annual minimum and maximum pay rates for each range are shown in parenthesis.

Salary Range	
225 (10,712-13,250)	35
237 (13,562-19,635)	81
27 (10,712-14,602)	5 95
28 (12,399-14,966)	
38 (14,251-19,157)	8
39 (14,602-19,643)	131
40 (14,966-20,124)	14
41 (14,966-20,626)	200
42 (15,337-21,135)	45
4246 (15,337-23,322)	1389
43 (15,714-21,655)	24
44 (16,104-22,199)	177
45 (16,502-22,747)	2
46 (16,502-23,322)	1158
4650 (16,502-25,769)	63
4654 (16,502-28,434)	76
47 (16,921-23,917)	71
48 (17,339-24,510)	1116
4850 (17,339-25,769)	317
4852 (17,339-27,079)	41
4856 (17,339-29,851)	6
49 (17,784-25,121)	16
50 (18,221-25,769)	183
5051 (18,221-26,411)	1729
5056 (18,221-29,851)	485
51 (18,221-26,411)	2
52 (18,678-27,079)	479
5256 (18,678-29,851)	12
53 (19,157-27,752)	52
54 (19,643-28,434)	193
5459 (19,643-32,165)	485
5460 (19,643-32,952)	521
55 (20,124-29,136)	87
5559 (20,124-32,165)	7
5561 (20,124-33,761)	64
56 (20,124-29,851)	154
5663 (20,124-35,451) 57 (20,626-30,605)	431
, , , ,	3
5765 (20,626-37,250)	
58 (21,135-31,359)	180
59 (21,655-32,165)	309
5960 (21,655-32,952)	707
5963 (21,655-35,451)	11
5964 (21,655-36,348)	49
60 (22,199-32,952)	147

Salary Range	
6064 (22,199-36,348)	16
61 (22,199-33,761)	193
62 (22,747-34,603)	278
6264 (22,747-36,348)	29
63 (23,322-35,451)	50
6366 (23,322-38,163)	1143
6367 (23,322-39,099)	139
64 (23,917-36,348)	2326
6467 (23,917-39,099)	2
6468 (23,917-40,056)	149
6470 (23,917-42,039)	41
65 (24,510-37,250)	250
6568 (24,510-40,056)	304
66 (25,121-38,163)	276
6668 (25,121-40,056)	779
67 (25,769-39,099)	431
6769 (25,769-41,036)	1
6771 (25,769-43,092)	37
6772 (25,769-45,287)	5
68 (26,411-40,056)	378
6869 (26,411-41,036)	460
6870 (26,411-42,039)	74
6871 (26,411-43,092)	160
6872 (26,411-45,287)	954
6873 (26,411-47,544)	9
6874 (26,411-49,920)	62
69 (27,079-41,036)	226
6971 (27,079-43,092)	1
6972 (27,079-45,287)	382
6974 (27,079-49,920)	11
70 (27,752-42,039)	250
7071 (27,752-43,092)	81
7072 (27,752-45,287)	2
7073 (27,752-47,544)	19
7074 (27,752-49,920)	10
7075 (27,752-52,447)	13
71 (28,434-43,092)	645
7172 (28,434-45,287)	129
7173 (28,434-47,544)	37
7174 (28,434-49,920)	16
72 (29,851-45,287)	832
7273 (29,851-47,544)	29
7274 (29,851-49,920)	246
7275 (29,851-52,447)	16
73 (31,359-47,544)	319

Salary Range	
7374 (31,359-49,920)	30
7375 (31,359-52,447)	126
74 (32,952-49,920)	959
7475 (32,952-52,447)	156
7476 (32,952-55,097)	16
7477 (32,952-57,954)	46
7478 (32,952-60,965)	1
75 (34,603-52,447)	668
7576 (34,603-55,097)	105
7577 (34,603-57,954)	17
7578 (34,603-60,965)	178
7579 (34,603-64,035)	27
76 (36,348-55,097)	388
7677 (36,348-57,954)	100
7678 (36,348-60,965)	140
7679 (36,348-64,035)	178
7680 (36,348-67,340)	127
77 (38,163-57,954)	800
7778 (38-163-60,965)	1
7779 (38,163-64,035)	8
7780 (38,163-67,340)	63
78 (40,056-60,965)	383
7880 (40,056-67,340)	4
7881 (40,056-70,686)	8
79 (42,039-64,035)	289
7981 (42,039-70,686)	5
7982 (42,039-76,097)	1
7983 (42,039-81,999)	70
80 (44,171-67,340)	276
8081 (44,171-70,686)	15
81 (46,402-70,686)	626
8182 (46,402-76,097)	37
8183 (46,402-81,999)	3
82 (49,920-76,097)	199
83 (53,745-81,999)	251
84 (57,954-88,405)	219
8485 (57,954-95,178)	1
85 (62,468-95,178)	74
86 (67,340-102,521)	41
87 (72,459-110,404)	42
88 (77,997-118,921)	55
89 (84,040-128,006)	3
90 (90,636-137,907)	5
91 (97,526-148,681)	9
92 (105,105-160,233)	10
93 (113,204-172,604)	1
\ - 1 1 - · - /	

Employee Benefits Comparison

The following charts indicate Alabama's rank in terms of selected employee benefits in comparison with other southeastern states.

Annual Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed		
State	Days	State	Days	
Alabama	29.25	Louisiana ¹	Unlimited	
South Carolina	27.5	Mississippi ²	Unlimited	
Mississippi	27	Alabama	60	
Virginia	27	Kentucky	60	
North Carolina	25.75	Oklahoma	60	
Oklahoma	25	Virginia ³	54	
Kentucky	24	Florida ⁴	45	
Louisiana	24	Georgia	45	
Tennessee	24	South Carolina	45	
West Virginia	24	Missouri	42	
Arkansas	22.5	Tennessee ⁴	42	
Georgia	21	West Virginia ⁵	40	
Missouri	21	Arkansas	30	
Florida	19.5	North Carolina ⁴	30	

¹Though accumulation is unlimited, on separation employee is paid for up to 37.5 days.

Holiday Rankings (Includes Personal Leave Days)

Official Holidays Granted

Official Hono	Official Hondays Granted				
State	Days				
Virginia ¹	17				
West Virginia ²	13				
Alabama	13				
Georgia ³	12				
Missouri	12				
South Carolina	12				
Kentucky	11.5				
North Carolina	11				
Arkansas	11				
Tennessee	11				
Florida	10				
Mississippi	10				
Oklahoma	10				
Louisiana ⁴	8				

¹All employees hired after 01/01/99 receive 4 to 5 personal leave days.

²Though accumulation is unlimited, on separation employee is paid for up to 30 days.

³Payment on separation is for up to 42 days.

⁴Excess converts to sick leave.

⁵Excess may be used to purchase health insurance, if separation is for retirement.

²Additionally, 1/2 day each is granted for general and primary elections.

³Additionally, sick leave in excess of 15 days, up to 3, is converted to personal leave days.

⁴Additionally, Martin Luther King's Birthday and Election Day are given every other year.

Sick Leave Rankings

Maximum Days Granted Maximum Accumulation Per Year Allowed State Days State Days Kentucky 32 Florida¹ Unlimited Kentucky² Louisiana 24 Unlimited Louisiana³ 18 West Virginia Unlimited Mississippi² Unlimited Georgia 15 15 Missouri² Missouri Unlimited 15 North Carolina² Unlimited Oklahoma South Carolina 15 Oklahoma² Unlimited Tennessee² Alabama 13 Unlimited Florida Virginia⁴ 13 Unlimited 12 West Virginia² Arkansas Unlimited South Carolina² 195 Mississippi 12 North Carolina 12 Alabama⁵ 150 $Arkansas^6$ 12 120 Tennessee 10 Georgia² Virginia 90

¹After 10 years service employee paid for ¹/₄ unused sick leave up to 60 days.

²Unused sick leave has no cash value but is credited towards retirement.

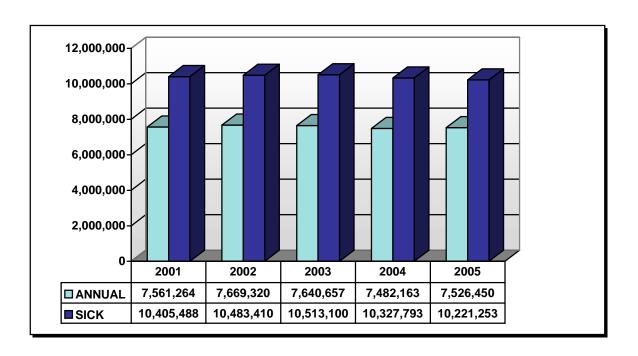
³Partial payment based on actuarial computation.

⁴After 5 years service employee paid for ½ unused sick leave up to \$5,000.

⁵At retirement employee paid for ½ unused sick leave or may credit time towards retirement.

⁶At retirement employee paid for part of unused sick leave up to \$7,500.

Accumulated Leave Hours



Value of Accumulated Leave

